

CHAPTER 23

MERIT PLACEMENT PROGRAM EMPLOYMENT

Section I - General

1-1. **Purpose.** This plan establishes procedures and provides information relative to the filling of management and supervisory positions within the Alabama National Guard Technician Program. This plan will apply to both excepted and competitive positions falling within the management and supervisory category.

1-2. **Equal Opportunity.** It is the policy of the Alabama National Guard that all technician positions be filled by the best qualified individuals available and that all technicians have an opportunity to develop and advance to their full potential. All management and supervisory vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, political, marital status, membership or non-membership in an employee organization, age, or non-disqualifying physical handicap (except for military requirement for excepted technicians.)

1-3. **Scope.** This plan encompasses all management and supervisory positions in the Alabama National Guard Technician Program. It will be used in filling positions through initial appointment, promotion, reassignment, reinstatement, demotion and transfer. This plan covers aspects of the program for competitive and excepted positions.

1-4. **Definitions.**

a. **Key Staff Position.** A position whose incumbent reports directly to The Adjutant General or to the Command Administrative Officer.

b. **KSA'S.** Knowledge, Skills, and Abilities required for high quality performance in a position.

c. **Management Positions.** A position whose incumbent formulates, determines, or influences Alabama National Guard policy.

d. **Recommending Official.** A supervisor who has a position to be filled; normally, the first-level supervisor of a particular position.

e. **Selective Placement Factor** . Knowledge, Skill, Ability or personal characteristic absolutely essential for satisfactory performance in a position.

f. **Supervisory Position**. A position whose incumbent is charged with the responsibility of supervising one or more technicians.

g. **Vacancy Announcement** - The method of recruiting for technician positions within the Alabama National Guard Technician Program.

1-5. **Responsibilities**.

a. The Adjutant General is the appointing authority for the Alabama National Guard Technician Program and is the highest level of authority in the State concerning the overall application of this merit placement plan.

b. The Human Resources Office (HRO) is responsible to The Adjutant General for insuring that the requirements of this merit placement plan are carried out. The HRO will:

(1) Develop, maintain, evaluate, and revise the program as necessary.

(2) Assure compliance with the program.

(3) Provide guidance and assistance to commanders and supervisors concerning their responsibilities under this plan.

(4) Assure that candidates are properly evaluated and certified for placement.

(5) Maintain necessary records.

c. Managers and supervisors will:

(1) Assure that technicians under their supervision are aware of this plan.

(2) Assure that actions effected within their area of responsibility are based on merit without discrimination.

(3) Encourage technicians under their supervision to participate in developmental opportunities and to apply for positions for which qualified.

(4) Recommend changes to this plan to the HRO.

d. Individual technicians are responsible for:

- (1) Pursuing developmental opportunities in preparing to assume higher level duties.
- (2) Familiarizing themselves with the provisions of this plan.
- (3) Assuring that application forms and Official Personnel Folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.
- (4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

1-6. **Management Rights.** Recognizing that it is essential to the accomplishment of the mission of the Alabama National Guard that technician positions be filled with the best qualified individuals available, management retains the right to select or not select from any group of properly certified and qualified candidates.

Section II - Exceptions to Competition

2-1. Actions Exempt from Competition.

- a. Promotion due to issuance of new classification standards or the correction of a classification error.
- b. Placement of over-graded technician entitled to grade retention as a result of RIF or reclassification.
- c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- d. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.
- e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.
- f. Position change to a position having no higher promotion potential.
- g. Position change required by RIF regulations.
- h. Temporary promotion of 120 days or less.

- i. Detail to higher grade position or to a position with known promotion potential for 120 days or less.
- j. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

Section III - Position Announcement And Application Procedures

3-1. **Request for Filling Vacancy.** When requesting that a position be filled, the supervisor will submit an SF-52, Request for Personnel Action, to the HRO. Required information on the SF 52 is:

- a. Position title, job number, grade(s), and location.
- b. Type of appointment (for those positions that can be filled by either excepted or competitive technicians). Position will not be announced for both types of appointments – must specify excepted or competitive.
- c. Military grade (officer, warrant office; enlisted).
- d. Recommended area of consideration.
- e. Knowledge, Skills, and Abilities (KSA's) required for the position
- f. Position sensitivity (Secret, Top Secret clearance if required).
- g. Individual that previously held the position (i.e. Vice – MSgt Smith – Retiring 20 Oct 98)

3-2. **Vacancy Announcements.** When a vacancy is not going to be filled as an exception to competition (see Section 4) or is not a “key staff” position as defined in Section 4, the vacant position must be announced. As a minimum, the vacancy announcement will contain the following information:

- a. Title, series, grade, and salary range of the position.
- b. Type of appointment—excepted or competitive.
- c. Military requirements (officer, warrant officer, enlisted) and compatibility requirements.
- d. Organizational and geographical location of the position.

- e. Summary of duties and minimum qualification requirements.
- f. Information regarding known promotion potential, if applicable.
- g. Opening and closing dates and how to apply.
- h. Equal employment opportunity statement.
- i. Area of consideration.
- j. Application procedures.
- k. Knowledge, skills and abilities (KSA's) necessary for successful performance.
- l. Conditions of employment, e.g., security and/or training requirements.

3-3. Posting of Announcements. Vacancy announcements will be open for a minimum of 21 calendar days. To insure that all interested persons are aware of the vacancy, announcements will be posted at all National Guard facilities within the State. Non-merit announcements will be posted for 30 calendar days.

3-4. Areas of Consideration. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the HRO to insure the receipt of a sufficient number of highly qualified candidates. The type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management can extend the area of consideration for a particular placement action when it has been determined that the initial area of consideration for a particular placement action did not produce a sufficient number of highly qualified candidates. The following are the established areas of consideration.

- a. All excepted Army or Air technicians in the Alabama National Guard. (Blue sheet)
- b. All members of the Alabama National Guard. (Statewide) (White sheet)
- c. Personnel eligible for membership in the Alabama National Guard. (Nationwide)
- d. All eligible competitive applicants for those few positions that may be filled by competitive employees.

3-5. Application Procedures. Applicants for promotion or appointment consideration for management or supervisory positions will submit the appropriate forms, as outlined below, to arrive in the Human Resources Office not later than 1700 hours on the closing date reflected on the position vacancy announcement. Applicants are responsible for the timely submission and receipt of applications as prescribed herein.

a. Alabama National Guard members (Army/Air) will utilize the OF 612 when applying for positions covered under this Merit Placement Plan. Applications for Federal Employment will be mailed directly to The Adjutant General, State of Alabama, ATTN: AL-HRO, PO Box 3711, Montgomery, AL 36193-4701 and must arrive at AL-HRO prior to 1700 hours on closing date reflected on the vacancy announcement.

b. When applying for “officer only” positions, applications from candidates not currently commissioned may be considered providing the individual is holding a Certificate of Eligibility (ARNG) or submits Application and Certification of Basic Eligibility for Officer Appointment Consideration.

c. Technicians whose absence may preclude them from having knowledge of or applying for a vacancy may request in writing that applications be submitted for them by their supervisor.

Section IV - Processing Applications

4-1. **General.** It is essential that all management and supervisory positions, be filled on the basis of merit and ability. To this end, all candidates for placement under this plan will be evaluated solely on their current level of knowledge, skills, and abilities, (KSA) for the position to be filled and on their potential to progress when the position being filled leads to further advancement. All candidates will be evaluated against the same qualification standards and job related criteria.

4-2. **Basic Eligibility.** In order to be certified, candidates must meet the basic qualification requirements established for the position including any selective placement factors. Applicants who meet the minimum qualifications including any selective placement factors will be considered basically eligible. Candidates not meeting the minimum qualifications will be considered ineligible. Candidates not meeting the minimum qualifications will be notified with a brief statement as to what basic qualifications were lacking.

4-3. **Selective Placement Factors.** Selective placement factors are the knowledge, skills, abilities, or other personal characteristics absolutely essential for satisfactory performance in the job. They will be determined in advance of advertising a position and will be stated in the vacancy announcements. When used, they are a part of the basic eligibility requirements for the position.

4-4. **Evaluation.** Eligible candidates will be listed in alphabetical order on the referral and selection certificate to the selecting official.

Section V - Referral And Selection Procedures

5-1. **Referral of Candidates.** Following the determination of basic eligibility and evaluation of candidates, HRO will certify all qualified candidates to the recommending official. Candidates will be listed alphabetically.

5-2. **Action by the Recommending Official.** The recommending official is entitled to select or non-select any candidate referred to him/her. Upon receipt of the promotion/placement certificate the recommending official will:

a. Interview candidates. Personal interviews are not required; however, they are strongly recommended. If one candidate is interviewed all candidates must be given the opportunity to be interviewed. The content of the interview will be relevant to the job and will not violate the privacy of the individual. The conduct of the interview shall be the same for all applicants. Telephone interviews are permissible.

b. Make recommendation. If all candidates are rejected, the recommending official should return the certificate to the HRO with the statement that no selection was made on this certificate. If a selection was made, information requested on the certificate must be provided. A selection that will create a grade-inversion situation cannot be approved. Regardless if a selection was made or not, the certificate must be signed and returned to HRO.

c. After being notified by HRO that the recommendation has been approved, notify the individual selected.

5-3. **Action by the Human Resources Office.**

a. Notify recommending official of approval/disapproval of the recommendation.

b. Notify those candidates not selected.

c. Coordinate release date with losing supervisor.

d. Prepare merit promotion/placement file IAW Chapter 12.

5-4. **Release of Selectee.** After selection for promotion/placement, a technician must be released promptly from his/her present position. Release will normally be within 2 weeks after selection.

Section VI - Key Staff Positions

6-1. **Purpose.** This chapter identifies those technician positions in the Alabama National Guard considered to be key staff positions. Those positions are exempt from the normal merit

promotion announcement procedures in Section 3 because of their special importance to the overall effectiveness of the Alabama National Guard and their unique military qualifications.

6-2. **Procedure.** The Adjutant General may elect to fill a key position by referral of all qualified individuals or by use of a vacancy announcement. Should the referral method be used to fill a key staff position, the personnel folder (technician and military) will be screened to determine basic eligibility and to prepare a list of eligibles to be submitted to the selecting official (The Adjutant General or the Command Administrative Officer). The selecting official will provide a statement for record purposes as to why the person selected was considered to be the best qualified.

6-3. **Key Staff Positions.** Following are those positions identified as key staff positions for the purpose of this Merit Promotion Plan.

Joint Forces Headquarters - State	
Position	Service
Chief of the Joint Staff	Joint
Vice Chief of the Joint Staff	Joint
Deputy US Property & Fiscal Officer	Joint
Public Affairs Officer	Joint
Chief Counsel / Staff Judge Advocate	Joint
Chaplain	Joint
Senior Enlisted Advisor	Joint
J1 through J7	Joint
Human Resources Officer	Joint
Plans, Operations & Mission Support Officer	Joint
Security Forces/Anti-Terrorism	Joint
International Partnership Specialist	Joint

Army Guard	
Position	Service
Command Administrative Officer	Army
Secretary to the General Staff (Management Analyst)	Army
GS1 through G7	Army
Command Warrant Officer	Army
Comptroller	Army
Construction & Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade/Division Commander	Army
Brigade/Division Administrative Officer	Army
Joint Force Senior Warrant Officer Advisor	Army

Air Guard	
Position	Service
Air Commander	Air Force
Vice Air Commander	Air Force
Wing Chief of Staff	Air Force
ESSO	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Director of Operations	Air Force
Director of Support	Air Force
Director of Logistics	Air Force
Human Resources Officer (Military)	Air Force
GSU Detachment Commander	Air Force

Section VII - Grievances And Complaints

7-1. **Grievances.** A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under the Agency grievance procedures. A grievance will not be considered when it is based solely on non-selection.

7-2. **Discrimination Complaints.** Allegations of discrimination because of race, color, religion, sex, age, non-disqualifying handicapping condition, or national origin made during any phase of selection process will be considered under the Alabama National Guard Equal Employment Opportunity Program.

7-3. **Other.** Other complaints or inquiries including those made by non-technician candidates should be directed to the HRO. All such inquiries will be considered and every effort made to resolve such complaints.

Section VIII - Placement/Promotion Records

8-1. **Purpose.** Complete promotion records will be maintained by the HRO to:

- a. Provide a clear record of the action taken.
- b. Evaluate the Merit Placement Program.
- c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan.

8-2. **Records Required.** Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the record:

- a. Copy of the vacancy announcement.
- b. List of all applicants (NGB Form 300-2).
- c. Forms used in the evaluation and rating process.
- d. Promotion/Placement certificate signed by recommending official.

8-3. **Duration.** Records will be maintained for a minimum of 2 years. If a grievance is pending, records will be maintained until resolution.

8-4. **Privacy Protection.** Information relating to individual placement actions or to the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialist participating in merit placement actions will not disclose the details of their work to unauthorized persons. All evaluation material will be treated as if it were for OFFICIAL USE ONLY and will be made available only on a need to know basis.